



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169
A Tradition of Service



December 03, 2013

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

47 December 3, 2013

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**APPLY AND ACCEPT A GRANT AWARD FROM THE CALIFORNIA GOVERNOR'S
OFFICE OF EMERGENCY SERVICES FOR THE 2013 CALIFORNIA COVERDELL
PROGRAM AND APPROVE AN APPROPRIATION ADJUSTMENT
(ALL DISTRICTS) (4 VOTES)**

SUBJECT

Request the Board to execute the attached Certification of Assurance of Compliance, and authorize the Sheriff of Los Angeles County (County) to apply for the California Governor's Office of Emergency Services (Cal OES) 2013 California Coverdell Program (Program). Authorize the Sheriff to accept and execute a grant award in the amount of \$100,784 from Cal OES for the Program and approve an Appropriation Adjustment. The Program is funded with Department of Justice, Office of Justice Programs, National Institute of Justice Federal funds passing through the State of California.

IT IS RECOMMENDED THAT THE BOARD:

1. Request the Chair of the Board of Supervisors to sign and affix a wet signature to the Certification of Assurance of Compliance form required by Cal OES as part of the application process.
2. Authorize the Sheriff to sign and accept the grant award, subsequent to execution by Cal OES for the Program in the amount of \$100,784 for the grant period from October 1, 2013, through August 31, 2014. There is no match requirement for this Program.
3. Delegate authority to the Sheriff, or his designee, to execute and submit all required grant documents, including but not limited to, applications, agreements, Memorandum of Understanding, amendments, modifications, augmentations, extensions, payment requests, and grant renewals that may be necessary for the completion of this Program.

4. Approve an Appropriation Adjustment to increase the Los Angeles County Sheriff's Department's (Department) General Support budget in the amount of \$101,000 in Services and Supplies (S&S) for Fiscal Year (FY) 2013-14 to be fully offset by grant funding.

5. Delegate authority to the Sheriff, as an agent for the County, to submit a grant application to Cal OES for the Program in future fiscal years and to execute all required grant application documents, including assurances and certifications, when and if such future funding becomes available.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Department's laboratories within the Scientific Services Bureau (SSB) have been identified to receive funding under this Program. The funding shall be utilized to secure continued education and training programs for the Department's full-time forensic technical staff.

In complying with the objective of this funding opportunity, the allocation will be used to send members of the Department's forensic technical staff to educational and training seminars designed to improve the quality, timeliness, and credibility of Departmental investigations and evidence examinations. The funding will assist the forensic technical staff in preventing and reducing the backlog of forensic cases and improving the turnaround time for case analysis.

As an accredited laboratory of the American Society of Crime Laboratory Directors/Laboratory Accreditation Board, the Department's SSB strives to maintain compliance with all standards and criteria. The purpose of required training is to improve accuracy, increase productivity, and enable staff to assume greater responsibilities within their respective assignments. In an effort to maintain the standard of continuing education for all forensic technical staff, it is necessary to provide a wide variety of specialized training opportunities.

The \$100,784 in grant funding will be used to fund S&S for forensic technical staff to attend training, travel expenses, and office and laboratory supply purchases.

Implementation of Strategic Plan Goals

This program is consistent with the County's Strategic Plan, Goal 1, Operational Effectiveness, by continuing the highly technical and specialized training of the Department's forensic technical staff; and Goal 3, Integrated Services Delivery, by reducing the number of backlogged cases as analysts and examiners apply new knowledge and skills to improve their accuracy and productivity.

FISCAL IMPACT/FINANCING

Approval of an Appropriation Adjustment is requested to increase the Department's General Support budget in the amount of \$101,000 for FY 2013-14. This amount will be fully offset by Cal OES funds provided by the Department of Justice, Office of Justice Programs, National Institute of Justice. There is no match requirement for this Program.

The \$100,784 in grant funding will be used to fund S&S for forensic technical staff to attend training, travel expenses, and office and laboratory supply purchases.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This will be the ninth year of funding for this Program. The grant period will commence October 1, 2013, and end on August 31, 2014. This grant award will enable the Department to maintain the continuing education of SSB's forensic technical staff to improve accuracy, increase productivity, and to enable staff to assume greater responsibility within their respective assignments.

Under the requirements of Cal OES, the applicant must complete a Certificate of Assurance of Compliance form signed by the Governing Body that includes details regarding the requirements for Federal Grant Funds, Equal Employment Opportunity, Drug-Free Workplace Act of 1990, California Environmental Quality Act (CEQA), Lobbying, Debarment and Suspension, and Proof of Authority from City Council/Governing Board. The applicant is required to submit the necessary assurances before finalization of the grant award agreement.

This Board letter has been reviewed and the Certification of Assurance of Compliance has been approved by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This program will have a positive impact on the services currently provided by the Department and will give the Department an opportunity to successfully accomplish its mission, goals, and objectives.

CONCLUSION

Upon Board approval, please return two individually certified copies of the adopted Board letter and two signed copies of the Certification of Assurance of Compliance to the Department's Grants Unit.

Sincerely,

A handwritten signature in blue ink, appearing to read "Leroy D. Baca".

LEROY D. BACA

Sheriff

LDB:BBB:bbb

Enclosures

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Paul Coverdell Forensic Sciences Grant

The applicant must complete a Certification of Assurance of Compliance-PC (Cal OES 2-104e), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program (EEOP), Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Eligibility Requirement Certification, and Proof of Authority from City Council/Governing Board. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Award Agreement. In signing the Grant Award Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Paul Coverdell Forensic Sciences

I, Leroy D. Baca hereby certify that
(official authorized to sign grant award; same person as Section 14 on Grant Award Face Sheet)

RECIPIENT: Los Angeles County

IMPLEMENTING AGENCY: Los Angeles County Sheriff's Department

PROJECT TITLE: 2013 California Coverdell Program

is responsible for reviewing the *Grant Recipient Handbook* and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

I. Federal Grant Funds

Recipients expending \$500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Recipient Handbook for more detail.

- ☒ The above named recipient receives \$500,000 or more in federal grant funds annually.
- ☐ The above named recipient does not receive \$500,000 or more in federal grant funds annually.

II. Equal Employment Opportunity – (Recipient Handbook Section 2151)

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: David L. Whitham

Title: Lieutenant

Address: 4700 Ramona Boulevard, Monterey Park, California 91754

Phone: (323) 526-5612

Email: dlwhitha@lasd.org

III. Drug-Free Workplace Act of 1990 – (Recipient Handbook, Section 2152)

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug-free workplace.

IV. California Environmental Quality Act (CEQA) – (Recipient Handbook, Section 2153)

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

V. Lobbying – (Recipient Handbook Section 2154)

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

VI. Debarment and Suspension – (Recipient Handbook Section 2155)

(This applies to federally funded grants only.)

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VII. Proof of Authority from City Council/Governing Board

The above-named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Recipient may be ineligible for award of any future grants if the Cal OES determines that any of the following has occurred: (1) the Recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Award Agreement [Section 14 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: _____

Leroy D. Baca

Authorized Official's Typed Name: Leroy D. Baca

Authorized Official's Title: Sheriff

Date Executed: _____

12-3-13

Federal Employer ID #: 956000927

Federal DUNS # 028950678

Current Central Contractor Registration Expiration Date: 08/20/2014

Executed in the City/County of: Monterey Park, Los Angeles County

AUTHORIZED BY: (not applicable to State agencies)

- ☐ City Financial Officer
☐ City Manager
☒ Governing Board Chair

- ☐ County Financial Officer
☐ County Manager

Signature: _____

Don Knabe

Typed Name: Don Knabe

Title: Chairman



APPROVED AS TO FORM:

JOHN F. KRATTLI

County Counsel

4

By: _____

Michelle Gal
Senior Deputy County Counsel

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S.
NO. 770

DEPARTMENT OF SHERIFF'S

November 26, 2013

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2013-14

4 - VOTES

SOURCES

Sheriff's Department - General Support Budget Unit
A01-SH-90-9031-15681-15687
Federal Grants
Increase Revenue

\$101,000

USES

Sheriff's Department - General Support Budget Unit
A01-SH-2000-15681-15687
Services & Supplies
Increase Appropriation

\$101,000

SOURCES TOTAL: \$

\$101,000

USES TOTAL: \$

\$101,000

JUSTIFICATION

Appropriation Adjustment to increase the Los Angeles County Sheriff's Department's General Support's Revenue, and Services and Supplies Appropriation to accept and execute a grant award in the amount of \$100,784 from the California Governor's Office of Emergency Services for the 2013 California Coverdell Program. This program is funded by the Department of Justice, Office of Justice Programs, National Institute of Justice Federal funds passing through the State of California.

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES


AUTHORIZED SIGNATURE Conrad Meredith, Asst. Division Director, ATD

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

47 DEC 3 2013


SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR ---☐ ACTION☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY



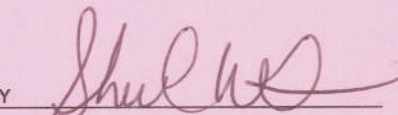
B.A. NO. 036

November 1 20 13

☒ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY


November 4 20 13

Los Angeles County Chief Executive Office
Grant Management Statement for Grants Exceeding \$100,000

Department: Los Angeles County Sheriff's Department (LASD)

Grant Project Title and Description: 2013 California Coverdell Program

The purpose of this program is to improve the quality and timeliness of forensic science services over current operations. The grant funds will be used to maintain continuing education and training of LASD's Scientific Services Bureau's full-time forensic technical staff to improve accuracy, increase productivity, and enable staff to assume greater responsibilities. The training will assist in their effort to prevent and reduce the backlog of forensic cases and improve turnaround time for case analysis.

Funding Agency

California Governor's Office of
Emergency Services (Cal OES)

Program (Fed. Grant # /State Bill or Code #)

Grant Acceptance Deadline

Total Amount of Grant Funding: \$100,784

County Match: None

Grant Period: 11-Months

Begin Date: October 1, 2013

End Date: August 31, 2014

Number of Personnel Hired Under This Grant: 0

Full Time: 0 **Part Time:** 0

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant-funded program? Yes ___ No X

Will all personnel hired for this program be placed on temporary ("N") items? Yes ___ No X

Is the County obligated to continue this program after the grant expires? Yes ___ No X

If the County is not obligated to continue this program after the grant expires, the Department will:

a). Absorb the program cost without reducing other services Yes ___ No X

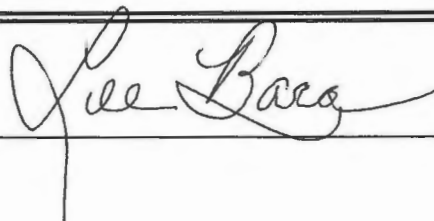
b). Identify other revenue sources Yes ___ No X
(Describe) _____

c). Eliminate or reduce, as appropriate, positions/program costs funded by the grant. Yes ___ No X

Impact of additional personnel on existing space: None

Other requirements not mentioned above: None

Department Head Signature



Date

11/15/13